



**Kansas Department of Agriculture-Division of Water Resources
Cooperating Technical Partners Program
Mapping Activity Statement**

Mapping Activity Statement No. 9 – Digital Flood Insurance Rate Map Production and Development of Updated Flood Data

In accordance with the Cooperating Technical Partners (CTP) Partnership Agreement dated September 1, 1999 between Kansas Department of Agriculture-Division of Water Resources and the Federal Emergency Management Agency (FEMA), Mapping Activity Statement (MAS) No. No. 9 is as follows.

SECTION 1—OBJECTIVE AND SCOPE

The objective of the Flood Map Project documented in this MAS is to develop a Digital Flood Insurance Rate Map (DFIRM) and Flood Insurance Study (FIS) report for Butler County, KS. The DFIRM and FIS report will be produced in the FEMA county-wide format.

In addition the Mapping Partners involved in this project will develop new and/or updated flood hazard data, as summarized in the following table:

Flooding Source	Reach Limits	Hydrology	Hydraulics	Floodplain Mapping	Redelineation of SFHAs Using Effective Profiles	Refine/ Establish Zone As
All streams currently mapped as approximate Zone A with drainage greater than one mile other than streams listed below.	Approximately 1065 miles.			X		X
Tributary B West Branch Walnut River	Northeast of El Dorado; 3 miles.				X	
Walnut River	Cross Section B to Cross Section G; 4 miles.				X	
Walnut River	Cross section AO to State HWY 177				X	
Whitewater River	Cross Section N to Cross Section S; 2 miles.				X	

This Flood Map project will be completed by the following:

- Kansas Department of Agriculture-Division of Water Resources;
- FEMA Flood Map Production Coordination Contractor (MCC).

The activities to be completed, and who will complete them, are summarized in Section 1 of this MAS.

The activities for this Flood Map Project, including required QA/QC (QA/QC) reviews, and the Mapping Partners that will complete them are summarized in the table below. The sections of this MAS that follow the table below describe the specific activities, responsible Mapping Partner(s), FEMA standards that must be met, and resultant map components.

Table 1-1. Summary of Project Activities and Assignments

Activities	CTP	FEMA (SG)	FEMA (MCC)
Activity 1 – Field Surveys and Reconnaissance	X		
Activity 2 – Topographic Data Development	X		
Activity 3 – Independent QA/QC Review of Topographic Data			X
Activity 4 –Hydrologic Analyses	X		
Activity 5–Independent QA/QC Review of Hydrologic Analyses			X
Activity 6 – Hydraulic Analyses	X		
Activity 7 – Independent QA/QC Review of Hydraulic Analyses			X
Activity 8 – Floodplain Mapping (Detailed Riverine Analysis)	N/A		
Activity 8A – Floodplain Mapping (Redelineation Using Effective Flood Profiles and Updated Topographic Data)	X		
Activity 8B – Floodplain Mapping (Refinement or Creation of Zone A)	X		
Activity 9 – Independent QA/QC Review of Floodplain Mapping (Revised Areas)			X
Activity 10 – Base Map Acquisition	X		
Activity 11 – DFIRM Production (Non-Revised Areas)	X		
Activity 11A – Independent QA/QC Review of DFIRM Production (Non-Revised Areas)			X
Activity 12 – DFIRM Production (Merge Revised and Non-Revised Information)	X		
Activity 12A – Application of DFIRM Graphic and Database Specifications			X
Activity 12A – Independent QA/QC Review of DFIRM Product Meeting FEMA Graphic and Database Specifications			X
Activity 13 – Preliminary DFIRM and FIS Report Distribution			X
Activity 14 – Post-Preliminary Processing			X

Activity 1 - Field Surveys and Reconnaissance

Responsible Mapping Partner: Kansas Department of Agriculture-Division of Water Resources

Scope: To supplement any field reconnaissance conducted during the scoping phase of this project, Kansas Department of Agriculture-Division of Water Resources shall conduct a detailed field reconnaissance of the specific study area to determine conditions along the floodplain(s), types and numbers of hydraulic and/or flood control structures, apparent maintenance or lack thereof of existing hydraulic structures, locations of cross sections to be surveyed, and other parameters needed for the hydrologic and hydraulic analyses.

In addition to the initial field reconnaissance, Kansas Department of Agriculture-Division of Water Resources shall conduct field surveys, including obtaining channel and floodplain cross sections, identifying or establishing temporary benchmarks, and obtaining the physical dimensions of hydraulic and flood-control structures. Kansas Department of Agriculture-Division of Water Resources also shall coordinate with other Mapping Partners that are collecting topographic data under Activity 2.

Standards: All work under Activity 1 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the Technical Support Data Notebook (TSDN) format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, Kansas Department of Agriculture-Division of Water Resources shall make the following products available to FEMA :

- A report summarizing the findings of the field reconnaissance;

Activity 2 - Topographic Data Development

Responsible Mapping Partner: Kansas Department of Agriculture-Division of Water Resources

Scope: To supplement the field surveys conducted under Activity 1, Kansas Department of Agriculture-Division of Water Resources shall obtain additional topographic data of the overbank areas of the flooding sources studied to delineate floodplain boundaries. Specifically, Kansas Department of Agriculture-Division of Water Resources shall review and utilize existing topographic data obtained from the City of El Dorado and/or the developer. Department of Agriculture-Division of Water Resources also shall coordinate with other team members conducting field surveys under Activity 1.

For this activity, Kansas Department of Agriculture-Division of Water Resources also shall develop topographic maps and/or Digital Elevation Models (DEMs) for the subject flooding sources using the data collected under Activities 1 and 2. In addition, Kansas Department of Agriculture-Division of Water Resources shall address all concerns or questions regarding Activity 2 that are raised by Kansas Department of Agriculture-Division of Water Resources during the independent QA/QC review under Activity 3.

Standards: All work under Activity 2 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of topographic data collection and processing for Tributary B West Branch Walnut River, this data will be submitted to FEMA Flood Map Production Coordination Contractor (MCC)

for independent review under Activity 3. Data for the remaining flooding sources will be submitted for an independent QA/QC review at the completion of this activity.

In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, Kansas Department of Agriculture-Division of Water Resources shall make the following products available to FEMA:

For streams being redelineated using existing effective profiles:

- Report summarizing methodology and results; and
- Hardcopy version of topographic map, sealed by licensed land surveyor; or
- Completed Form No. 5 of *Revisions to National Flood Insurance Program Maps, Application/Certification Forms and Instructions* (MT-2). Complete set of MT-2 forms are available from FEMA web site at http://www.fema.gov/mit/tsd/DL_MT-2.htm;

For the streams identified in Section 1 studied by approximate methods:

- Digital Elevation Models.

Activity 3 - Independent QA/QC Review of Topographic Data

Responsible Mapping Partner: FEMA Flood Map Production Coordination Contractor (MCC)

Scope: FEMA Flood Map Production Coordination Contractor (MCC) shall review the mapping data generated by Kansas Department of Agriculture-Division of Water Resources under Activity 2 to ensure that this information is consistent with FEMA standards and standard engineering practice and are sufficient to prepare the DFIRM.

Standards: All work under Activity 3 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, FEMA Flood Map Production Coordination Contractor (MCC) shall make the following products available to FEMA:

- A Summary Report that describes the findings of the independent QA/QC review; and
- Recommendations to resolve any problems that are identified during the independent QA/QC review.

Activity 4 – Hydrologic Analyses

Responsible Mapping Partner: Kansas Department of Agriculture-Division of Water Resources

Scope: Hydrologic analyses will be completed for approximately 1100 square miles of flooding sources within Butler County that have greater than square mile of drainage area as listed in Section 1 of this Mapping Activity Statement. Peak flood discharges will be calculated for the 1% annual chance storm events for all streams with drainage area greater than one square mile. These flood discharges will be the basis for subsequent hydraulic analyses of the subject flooding source(s). In addition, Kansas Department of Agriculture-Division of Water Resources will be responsible for addressing all concerns or questions regarding this Activity raised during the QA/QC review outlined in Activity 5.

If GIS-based modeling is used, Kansas Department of Agriculture-Division of Water Resources shall document automated data processing and modeling algorithms and provide them to FEMA to ensure they are consistent with the standards outlined above. Digital datasets (such as elevation, basin, or land use data) are to be documented and provided to FEMA for approval before performing the hydrologic analyses to ensure the datasets meet minimum requirements. If non-commercial (i.e., custom-developed) software is used for the analysis, then Kansas Department of Agriculture-Division of Water Resources shall provide full user documentation, technical algorithm documentation, and the software to FEMA for review before performing the hydrologic analyses.

Standards: All work under Activity 4 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of hydrologic modeling for all streams with drainage area greater than one square mile, Kansas Department of Agriculture-Division of Water Resources will submit the results to MCC for an independent QA/QC review as described in Activity 5.

In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, Kansas Department of Agriculture-Division of Water Resources shall make the following products available to FEMA:

- A Final Methodology Report that includes a summarization of the findings from the hydrologic analysis.

For GIS-based modeling, deliverables include all input and output data, intermediate data processing products, and GIS data layers.

Activity 5 - Independent QA/QC Review of Hydrologic Analyses

Responsible Mapping Partner: FEMA Flood Map Production Coordination Contractor (MCC)

Scope: FEMA Flood Map Production Coordination Contractor (MCC) shall review the technical, scientific, and other information submitted by Kansas Department of Agriculture-Division of Water Resources under Activity 4 to ensure that the data and modeling are consistent with FEMA standards and standard engineering practice and are sufficient to prepare the DFIRM. This work shall include, at a minimum, the activities listed below

- Review submittal for technical and regulatory adequacy, completeness of required information, application/certification forms, and supporting data and documentation. The technical review is to focus on the following:
 - Use of acceptable models;
 - Use of appropriate methodology(ies);
 - Correctly applied methodology(ies)/model(s), including QC of input parameters;
 - Comparison with gage data and/or regression equations, if appropriate; and
 - Comparison with discharges for contiguous reaches or flooding sources.
- Maintain records of all contacts, reviews, recommendations, and actions and make them readily available to FEMA.

- Maintain an archive of all data submitted for hydrologic modeling review. (All supporting data must be retained for 3 years from the date funding recipient submits its final expenditure report to FEMA.)

Standards: All work under Activity 5 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, Kansas Department of Agriculture-Division of Water Resources shall make the following products available to FEMA:

- A Summary Report that describes the findings of the independent QA/QC review and
- Recommendations to resolve any problems that are identified during the independent QA/QC review.

Activity 6 – Hydraulic Analyses

Responsible Mapping Partner: Kansas Department of Agriculture-Division of Water Resources

Scope: Kansas Department of Agriculture-Division of Water Resources will perform hydraulic analyses for approximately 1065 miles of the flooding sources listed in the Section 1 of this Mapping Activity Statement. The modeling will include the 1% annual chance storm events, based on peak discharges computed under Activity 4, for approximately 1065 miles of approximate study, which includes all streams with drainage greater than one square mile other Kansas Department of Agriculture-Division of Water Resources shall use the cross-section and field data collected under Activity 1 to perform the hydraulic analyses.

Kansas Department of Agriculture-Division of Water Resources shall document automated data processing and modeling algorithms for GIS-based modeling and provide them to FEMA for review to ensure they are consistent with the standards outlined above. Digital datasets are to be documented and provided to FEMA for approval before performing the hydraulic analyses to ensure the datasets meet minimum requirements. If non-commercial (i.e., custom-developed) software is used for the analyses, then Kansas Department of Agriculture-Division of Water Resources shall provide full user documentation, technical algorithm documentation, and the software to FEMA for review before performing the hydraulic analyses

Standards: All work under Activity 6 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of hydraulic modeling for all streams with drainage area greater than one square mile, Kansas Department of Agriculture-Division of Water Resources will submit the results to MCC for an independent QA/QC review as described in Activity 7. Kansas Department of Agriculture-Division of Water Resources will submit the results for the remaining flooding sources for an independent QA/QC review at the completion of this Activity.

In accordance with the TSDN format described in Section 2, Kansas Department of Agriculture-Division of Water Resources shall make the following products available to FEMA:

For the streams identified in Section 1 studied by approximate methods:

- All backup data used in the analyses;

- A Final Methodology Report that includes a summarization of the findings from the hydraulic analysis.

Activity 7 - Independent QA/QC Review of Hydraulic Analyses

Responsible Mapping Partner: FEMA Flood Map Production Coordination Contractor (MCC)

Scope: FEMA Flood Map Production Coordination Contractor (MCC) shall review the technical, scientific, and other information submitted by Kansas Department of Agriculture-Division of Water Resources under Activity 6 to ensure that the data and modeling are consistent with FEMA standards and standard engineering practice and are sufficient to revise the FIRM. This work shall include, at a minimum, the activities listed below

- Review submittal for technical and regulatory adequacy, completeness of required information, application/certification forms, and supporting data and documentation. The technical review is to focus on the following:
 - Use of acceptable model(s);
 - Starting water-surface elevations;
 - Cross-section geometry;
 - Manning's "n" values and expansion/contraction coefficients;
 - Bridge and culvert modeling;
 - Flood discharges;
 - Regulatory floodway computation methods; and
 - Tie-in to upstream and downstream non-revised Flood Profiles.
- Use the CHECK-2 or CHECK-RAS programs to flag potential problems and focus review efforts.
- Maintain records of all contacts, reviews, recommendations, and actions and make them readily available to FEMA.
- Maintain an archive of all data submitted for hydraulic modeling review. (All supporting data must be retained for 3 years from the date funding recipient submits its final expenditure report to FEMA.)

Standards: All work under Activity 7 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, FEMA Flood Map Production Coordination Contractor (MCC) shall make the following products available to FEMA:

- A Summary Report that describes the findings of the independent QA/QC review; and
- Recommendations to resolve any problems that are identified during the independent QA/QC review.

Activity 8 - Floodplain Mapping (Detailed Riverine Analysis)

This activity is not applicable.

Activity 8A - Floodplain Mapping (Redelineation of Detailed Floodplain Boundaries Using Updated Topographic Data)

Responsible Mapping Partner: Kansas Department of Agriculture-Division of Water Resources

Scope: Kansas Department of Agriculture-Division of Water Resources shall delineate the 1- and 0.2-percent-annual-chance floodplain boundaries and the regulatory floodway boundaries (if required) for the flooding sources listed in the Introduction to this SOW. Kansas Department of Agriculture-Division of Water Resources shall use topographic information acquired under Activity 2 to delineate the floodplain and regulatory floodway boundaries as appropriate on a digital work map. In addition, Kansas Department of Agriculture-Division of Water Resources shall address all concerns or questions regarding Activity 8A that are raised by FEMA Flood Map Production Coordination Contractor (MCC) during the independent QA/QC review under Activity 9.

Standards: All work under Activity 8A shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: Upon completion of floodplain mapping for Walnut River from Cross Section B to Cross Section G, Whitewater River from Cross Section N to Cross Section S, Tributary B West Branch Walnut River, and Walnut River from Cross Section AO to State HWY 177, Kansas Department of Agriculture-Division of Water Resources shall submit the results to FEMA Flood Map Production Coordination Contractor (MCC) for an independent review under Activity 9. The mapping for the remaining flooding sources is to be submitted for a final QA/QC review at the completion of this activity.

In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, Kansas Department of Agriculture-Division of Water Resources shall make the following products available to FEMA:

- Digital work maps showing the 1- and 0.2-percent-annual-chance floodplain boundary delineations, regulatory floodway boundary delineations, cross sections, BFEs, flood insurance risk zone labels, and all applicable base map features;
- DFIRM mapping files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Metadata files describing the DFIRM data, including all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Complete set of plots of DFIRM panels showing all detailed flood hazard information at a suitable scale;
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM;
- Any backup or supplemental information used in the mapping required for the independent QA/QC review outlined under Activity 9; and
- An explanation for the use of existing topography for the studied reaches, if appropriate.

Activity 8B - Floodplain Mapping (Refinement or Creation of Zone A)

Responsible Mapping Partner: Kansas Department of Agriculture-Division of Water Resources

Scope: Kansas Department of Agriculture-Division of Water Resources shall delineate the 1-percent-annual-chance floodplain boundaries for the flooding sources listed in the Introduction to this SOW. Kansas Department of Agriculture-Division of Water Resources shall use topographic information acquired under Activity 2 to delineate the floodplain boundaries on a digital work map. In addition, Kansas Department of Agriculture-Division of Water Resources shall address all concerns or questions regarding Activity 8B that are raised by FEMA Flood Map Production Coordination Contractor (MCC) during the independent QA/QC review under Activity 9.

Standards: All work under Activity 8B shall be performed in accordance with the standards specified in Section 5 of this MAS. Kansas Department of Agriculture-Division of Water Resources may expand on the approaches for analyzing Zone A areas outlined in *Guidelines and Specifications for Flood Hazard Mapping Partners* and in FEMA 265, *Managing Floodplain Development in Approximate Zone A Areas* (April 1995), and/or develop new approaches. Such approaches must be coordinated with the FEMA Regional Project Officer before analysis and mapping begin.

Deliverables: Upon completion of floodplain mapping for all flooding sources that drain greater than 1 square mile that are currently mapped using approximate methods, Kansas Department of Agriculture-Division of Water Resources shall submit the results to FEMA Flood Map Production Coordination Contractor (MCC) for an independent QA/QC review under Activity 9. The mapping for the remaining flooding sources is to be submitted for a final QA/QC review at the completion of this activity.

In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, Kansas Department of Agriculture-Division of Water Resources shall make the following products available to FEMA:

- Digital work maps showing the 1-percent-annual-chance floodplain boundary delineations, flood insurance risk zone labels, and all applicable base map features;
- Written summary of the analysis methodologies;
- Any backup or supplemental information, including supporting calculations and assumptions for any computed 1-percent-annual-chance water-surface elevations used in the mapping required for the independent QA/QC review under Activity 9;
- Hardcopy and digital versions of input and output for any computer programs that were used;

- DFIRM mapping files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Metadata files describing the DFIRM data, including all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Complete set of plots of DFIRM panels showing all detailed flood hazard information at a suitable scale; and
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM.

If automated GIS-based models are applied, all input data, output data, intermediate data processing products, and GIS data layers shall be submitted.

Activity 9 - Independent QA/QC Review of Floodplain Mapping (Revised Areas)

Responsible Mapping Partner: FEMA Flood Map Production Coordination Contractor (MCC)

Scope: FEMA Flood Map Production Coordination Contractor (MCC) shall review the floodplain mapping submitted by Kansas Department of Agriculture-Division of Water Resources under Activities 8, 8A, and 8B to ensure that the results of the analyses performed are accurately represented on the work maps. This work shall include, at a minimum, the activities listed below.

- For the coastal flood hazard analyses, review the setup and run-up height elevations shown on the work map to ensure they agree with those shown on the data table(s), and stillwater elevations are shown where coastal and riverine flooding studied in detail join.

- Review the cross sections for proper location and orientation on the work map and agreement with the Floodway Data Table.
- Review the BFEs shown on the work map for proper location and agreement with the results of the hydraulic modeling.
- Review the regulatory floodway widths for agreement with the widths shown in the Floodway Data Table and the results of the hydraulic modeling.
- Review the floodplain boundaries for agreement with the flood elevations shown in the Floodway Data Table and the contour lines and other topographic information shown on the work maps.
- Review floodplain widths at cross sections as shown on the work maps to ensure they match the Floodway Data Table.
- Review the floodplain boundaries as shown on the work maps to ensure they match the Flood Profiles.
- Review the flood insurance risk zones as shown on the work maps to ensure they are labeled properly.
- Review the DFIRM mapping files to ensure they were prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*.
- Review the metadata files to ensure they include all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Standards: All work under Activity 9 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, FEMA Flood Map Production Coordination Contractor (MCC) shall make the following products available to FEMA:

- A Summary Report that describes the findings of the QA/QC review, noting any deficiencies and providing recommendations to resolve them or agreeing with the mapping results;
- Recommendations to resolve any problems that are identified during the independent QA/QC review; and
- An annotated work map with all questions and/or concerns indicated, if necessary.

Activity 10 - Base Map Acquisition

Responsible Mapping Partner: Kansas Department of Agriculture-Division of Water Resources

Scope: This is a required activity when Activities 8, 8A, 8B, and 11 are performed. This activity consists of obtaining the digital base map; DOQQ or vector, for the project Kansas Department of Agriculture-Division of Water Resources shall provide the digital base map. The required activities are as follows:

- Obtain digital files (raster or vector) of the base map.
- Secure necessary permissions from the map source to allow FEMA's use and distribution of hardcopy and digital map products using the digital base map, free of charge.
- Certify that the digital data meets the minimum standards and specifications that FEMA requires for DFIRM production.
- Populate the DFIRM database with the information required by FEMA.

Standards: All work under Activity 10 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, Kansas Department of Agriculture-Division of Water Resources shall make the following products available to FEMA:

- Written certification that the digital data meet the minimum standards and specifications and
- Documentation that FEMA can use the digital base map.

Activity 11 – DFIRM Production (Non-Revised Areas)

Responsible Mapping Partner: Kansas Department of Agriculture-Division of Water Resources

Scope: For all flooding sources except those segments specified in the Introduction to this SOW (that will have updated flood data developed under Activities 1 through 9), Kansas Department of Agriculture-Division of Water Resources shall convert the information shown on the effective FIRM and Flood Boundary Floodway Map (FBFM) panels for all incorporated and unincorporated areas of Butler County to digital format in conformance with FEMA DFIRM specifications. Kansas Department of Agriculture-Division of Water Resources shall use the base map acquired under Activity 10 for the conversion. The scope of Activity 11 covers the digitization of 39 FIRM panels and 15 FBFM panels. Kansas Department of Agriculture-Division of Water Resources also shall incorporate the results of Letters of Map Change (LOMCs) issued by FEMA since the date of the current effective FIRM for each affected community. Kansas Department of Agriculture-Division of Water Resources shall not digitize the flood theme for the flooding sources specified in the Introduction under Activity 11. Rather, Kansas Department of Agriculture-Division of Water Resources shall leave these as "holes" in the digital flood theme that will be filled in as part of Activity 12 using the digital flood data developed under Activities 8, 8A, and 8B.

Standards: All work under Activity 11 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, Kansas Department of Agriculture-Division of Water Resources shall make the following products available to FEMA:

- Digital work maps showing the 1- and 0.2-percent-annual-chance floodplain boundary delineations, regulatory floodway boundary delineations, cross sections, BFEs, flood insurance risk zone labels, and all applicable base map features;
- DFIRM mapping files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Metadata files describing the DFIRM data, including all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Complete set of plots of DFIRM panels showing all detailed flood hazard information at a suitable scale; and
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM, including a check that the road and floodplain relationship is maintained for all non-revised areas.

Activity 11A – Independent QA/QC Review of DFIRM Production (Non-Revised Areas)

Responsible Mapping Partner: FEMA Flood Map Production Coordination Contractor (MCC)

Scope: FEMA Flood Map Production Coordination Contractor (MCC) shall review the DFIRM panels submitted by Kansas Department of Agriculture-Division of Water Resources under Activity 11 to ensure that the new DFIRM panels accurately represent the information shown on the effective FIRMs and FBFMs for the area mapped. This work shall include, at a minimum, checking the following:

- Cross sections were properly located and oriented as shown on the FIRM or FBFM.
- BFEs are properly located and agree with the BFEs shown on the FIRM.
- Regulatory floodway widths agree with the widths shown on the FIRM or FBFM.
- The 1 and 0.2-percent-annual-chance floodplain boundaries agree with the floodplain boundaries shown on the FIRM and the contour lines, other topographic information, and planimetric information shown on the DFIRM base.
- For coastal studies, setup and run-up height elevations shown on the work map agree with those shown on the data table(s), and stillwater elevations are shown where coastal and riverine flooding studied in detail join.
- Zone designations are indicated properly.

Standards: All work under Activity 11A shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, FEMA Flood Map Production Coordination Contractor (MCC) shall make the following products available to FEMA:

- A Summary Report that describes the findings of the QA/QC review noting any deficiencies and providing recommendations to resolve them or agreeing with the mapping results;
- Recommendations to resolve any problems that are identified during the independent QA/QC review; and
- An annotated copy of the DFIRM with all questions and/or concerns indicated, if necessary.

Activity 12 –DFIRM Production (Merging Revised and Non-Revised Information)

Responsible Mapping Partner: Kansas Department of Agriculture-Division of Water Resources

Scope: Upon completion of the floodplain mapping activities (Activities 8, 8A, and/or 8B) for the revised flooding sources and the DFIRM production for non-revised areas (Activity 11), Kansas Department of Agriculture-Division of Water Resources shall merge the digital floodplain data into a single, updated Digital FIRM. This work is to include tie-in of flood hazard information for areas that were not studied as part of the Flood Map Project documented in this SOW. Kansas Department of Agriculture-Division of Water Resources also shall tie in the revised and non-revised Flood Profiles, floodplain boundaries, and regulatory floodway boundaries with contiguous communities that were not studied as part of this MAS. Kansas Department of Agriculture-Division of Water Resources shall coordinate with those Mapping Partners responsible for Activities 8, 8A, 8B, and 11, as necessary, to resolve any potential tie-in issues.

Standards: All work under Activity 12 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, Kansas Department of Agriculture-Division of Water Resources shall make the following products available to FEMA:

- Digital work maps showing the 1- and 0.2-percent-annual-chance floodplain boundary delineations, regulatory floodway boundary delineations, cross sections, BFEs, flood insurance risk zone labels, and all applicable base map features;
- DFIRM mapping files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Metadata files describing the DFIRM data, including all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Complete set of plots of DFIRM panels showing all detailed flood hazard information at a suitable scale; and
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM.

Activity 12A – DFIRM Production (Application of DFIRM Graphics and Database Specifications)

Responsible Mapping Partner: FEMA Flood Map Production Coordination Contractor (MCC)

Scope: FEMA Flood Map Production Coordination Contractor (MCC) shall apply the final FEMA DFIRM graphic and database specifications to the DFIRM files produced under Activity 12. This work shall include adding all required annotation, line pattern, area shading, and map collar information (e.g., map borders, title blocks, legends, notes to user). FEMA Flood Map Production Coordination Contractor (MCC) shall coordinate with those Mapping Partners responsible for Activities 8, 8A, 8B, 11, and 12, as necessary, to resolve any problems that are identified during Activity 12A.

Standards: All work under Activity 12A shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, FEMA Flood Map Production Coordination Contractor (MCC) shall make the following products available to FEMA:

- Digital work maps showing the 1- and 0.2-percent-annual-chance floodplain boundary delineations, regulatory floodway boundary delineations, cross sections, BFEs, flood insurance risk zone labels, and all applicable base map features;
- DFIRM mapping files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Metadata files describing the DFIRM data, including all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*;
- Complete set of plots of DFIRM panels showing all detailed flood hazard information at a suitable scale; and
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM.

Activity 12B – Independent QA/QC Review of DFIRM Product Meeting FEMA Graphics and Database Specifications

Responsible Mapping Partner: FEMA Flood Map Production Coordination Contractor (MCC)

Scope: Upon completion of the floodplain mapping activities (Activities 8, 8A, and/or 8B and DFIRM production activities (Activities 11, 12, and 12A), FEMA Flood Map Production Coordination Contractor (MCC) shall review the DFIRM to ensure it meets current FEMA graphic specifications. In addition, FEMA Flood Map Production Coordination Contractor (MCC) shall review the DFIRM spatial database to determine if it meets current FEMA database specifications. FEMA Flood Map Production Coordination Contractor (MCC) shall coordinate with other Mapping Partners, as necessary, to resolve any problems identified during this QA/QC review.

This work shall include ensure that the requirements below are met.

- All required DFIRM features are accurately and legibly labeled and follow the examples shown in the FEMA DFIRM specifications. This includes all flood hazard zones, BFEs, cross sections, studied streams, mapped political entities, and all roads within and adjacent to the 1-percent-annual-chance floodplains.
- All DFIRM features are correctly symbolized with the appropriate symbol, line pattern, or area shading and follow the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*.
- All map collar information is complete, correct, and follows the requirements specified in *Guidelines and Specifications for Flood Hazard Mapping Partners*.
- DFIRM mapping files are in one of the GIS file and database formats specified in *Guidelines and Specifications for Flood Hazard Mapping Partners* and conform to those specifications for content and attribution.
- DFIRM database files are in one of the database formats specified in *Guidelines and Specifications for Flood Hazard Mapping Partners* and conform to those specifications for content and attribution.
- Metadata files describing the DFIRM data include all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*.
- The FIS report is prepared in the FEMA Countywide Format as documented in Appendix J of *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Standards: All work under Activity 12B shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners*, FEMA Flood Map Production Coordination Contractor (MCC) shall make the following products available to FEMA:

- A Summary Report that describes the findings of the QA/QC review noting any deficiencies and providing recommendations to resolve them or agreeing with the mapping results and the results of all automated or manual QA/QC steps taken during the independent QA/QC review;
- Recommendations to resolve any problems that are identified during the independent QA/QC review; and
- An annotated copy of the DFIRM with all questions and/or concerns indicated, if necessary.

Activity 13 - Preliminary DFIRM and FIS Report Distribution

Responsible Mapping Partners: FEMA Flood Map Production Coordination Contractor (MCC)

Scope: This activity consists of the final preparation, review and distribution of the Preliminary copies of the DFIRM and FIS report for community and public review and comment. The activities to be performed are summarized below.

Preliminary Transmittal Letter Preparation. The MCC shall prepare letters to transmit the Preliminary copies of the DFIRM and FIS report and related enclosures to the community, the State NFIP Coordinator, the FEMA Regional Office, and others as directed by FEMA.

Final QA/QC Review of Preliminary DFIRM and FIS Report: The MCC shall perform a final QA/QC review of the Preliminary DFIRM and FIS report, including all data tables, Flood Profiles, and other components of the FIS report. The QA/QC review procedures shall be consistent with the *Guidelines and Specifications for Flood Hazard Mapping Partners*.

Discrepancy Resolution: The MCC shall work with Kansas Department of Agriculture-Division of Water Resources and FEMA as appropriate to resolve discrepancies identified during the final QA/QC review.

Distribution of Preliminary DFIRM and FIS Report: The MCC shall distribute the Preliminary copies of the DFIRM and FIS report to the community, the State NFIP Coordinator, the FEMA Regional Office, and others as directed by FEMA.

News Release Preparation: The MCC shall prepare news release notifications of BFE changes and perform QA/QC reviews of the notices for accuracy and compliance with FEMA format requirements. The MCC shall file the notifications for later submittal to FEMA for review.

Preliminary Summary of Map Actions (SOMA) Preparation: The MCC shall prepare Preliminary SOMAs for all affected communities, if appropriate. The SOMA shall list pertinent information regarding Letters of Map Change that will be affected by the issuance of the DFIRM (i.e., superseded, incorporated, revalidated).

Standards: All work under Activity 13 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners* and the requirements documented in Section 1 and Appendix A of the *FEMA Document Control Procedures Manual* FEMA Flood Map Production Coordination Contractor (MCC) shall make the following products available to FEMA:

- Preliminary transmittal letters shall be prepared. These letters and any additional letters requested by FEMA shall be prepared in accordance with the current version of the *FEMA Document Control Procedures Manual*.
- Preliminary copies of the DFIRM and FIS report, including all updated data tables and Flood Profiles shall be mailed to the Chief Executive Officer (CEO) and floodplain administrator of each affected community, the State NFIP Coordinator, the FEMA Regional Office, and others as directed by FEMA.
- Preliminary SOMAs, prepared in accordance with FEMA requirements, shall be provided as appropriate.

- Revised DFIRM mapping files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*, shall be provided on CD-ROM.
- Revised DFIRM database files, prepared in accordance with the requirements in *Guidelines and Specifications for Flood Hazard Mapping Partners*, shall be provided on CD-ROM.
- Revised metadata files describing the DFIRM data, including all required information shown in *Guidelines and Specifications for Flood Hazard Mapping Partners*, shall be provided on CD-ROM.
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the DFIRM shall be provided.

Activity 14 - Post-Preliminary Processing

Responsible Mapping Partners: FEMA Flood Map Production Coordination Contractor (MCC)

Scope: This activity consists of finalizing the DFIRM and FIS report after the Preliminary copies of the DFIRM and FIS report have been issued for public review and comment. The activities to be performed are summarized below.

Initiation of Statutory 90-Day Appeal Period: When required, upon completion of a 30-day community comment period and/or final coordination meeting with the affected communities, the FEMA Flood Map Production Coordination Contractor (MCC) shall arrange for and verify that the following activities are completed in accordance with the current version of the FEMA *Guidelines and Specifications for Flood Hazard Mapping Partners* and *Document Control Procedures Manual*.

- Proposed BFE determination letters are sent to the community CEOs and floodplain administrators.
- News release notifications of BFE changes are published in prominent newspapers with local circulation.
- The appropriate notices (Proposed Rules) are published in the *Federal Register*.

Resolution of Appeals and Protests: FEMA Flood Map Production Coordination Contractor (MCC) shall support FEMA in reviewing and resolving appeals and protests received during the 90-day appeal period. For each appeal and protest, the following activities shall be conducted as appropriate:

- Initial processing and acknowledgment of submittal;
- Technical review of submittal;
- Preparation of letter(s) requesting additional supporting data;
- Performance of revised analyses; and
- Preparation of a draft resolution letter and revised DFIRM and FIS report materials for FEMA review.

The FEMA Flood Map Production Coordination Contractor (MCC) shall mail all associated correspondence upon authorization by FEMA.

Preparation of Special Correspondence: FEMA Flood Map Production Coordination Contractor (MCC) shall support FEMA in responding to comments not received within the 90-day appeal period (referred to as "special correspondence"), including drafting responses for FEMA review when appropriate and finalizing responses when requested by FEMA. The FEMA Flood Map Production Coordination Contractor (MCC) also shall mail the final correspondence (and enclosures if appropriate) and distribute appropriate copies of the correspondence and enclosures upon receipt of authorization from FEMA.

Revision of FIRM and FIS Report: If necessary, the FEMA Flood Map Production Coordination Contractor (MCC) shall work together to revise the DFIRM and FIS report at the direction of the FEMA Regional Project Officer and distribute Revised Preliminary copies of the DFIRM and FIS report.

Final SOMA Preparation: The FEMA Flood Map Production Coordination Contractor (MCC) shall prepare Final SOMAs for the affected communities as appropriate.

Processing of Letter of Final Determination: The FEMA Flood Map Production Coordination Contractor (MCC) shall work with FEMA to establish the effective date for the DFIRM and FIS report, and shall prepare a Letter of Final Determination (LFDs) for each affected community for FEMA review in accordance with the FEMA *Document Control Procedures Manual*. The FEMA Flood Map Production

Coordination Contractor (MCC) also shall mail the final signed LFDs and enclosures and distribute appropriate copies of the signed LFDs and enclosures upon receipt of authorization from FEMA.

Processing of Final DFIRM and FIS Report for Printing: The FEMA Flood Map Production Coordination Contractor (MCC) shall prepare final reproduction materials for the DFIRM and FIS report and provide these materials to the FEMA Map Service Center for printing by the U.S. Government Printing Office. The FEMA Flood Map Production Coordination Contractor (MCC) also shall prepare the appropriate paperwork to accompany the DFIRM and FIS report (including Print Processing Worksheet, Printing Requisition Forms, and Community Map Actions Form) and transmittal letters to the community CEOs.

Revalidation Letter Processing. The FEMA Flood Map Production Coordination Contractor (MCC) shall prepare and distribute letters to the community CEOs and floodplain administrators to notify the affected communities about Letters of Map Change for which determinations will remain in effect after the DFIRM and FIS report become effective.

Archiving Data: The FEMA Flood Map Production Coordination Contractor (MCC) shall ensure that technical and administrative support data are packaged in the FEMA required format and stored properly in the library archives until they are transmitted to the FEMA Engineering Study Data Package Facility.

Standards: All work under Activity 14 shall be performed in accordance with the standards specified in Section 5 of this MAS.

Deliverables: In accordance with the TSDN format described in described in Appendix M of *Guidelines and Specifications for Flood Hazard Mapping Partners* and the requirements documented in Section 1 and Appendix A of the *FEMA Document Control Procedures Manual* FEMA Flood Map Production Coordination Contractor (MCC) shall make the following products available to FEMA:

- Documentation that the news releases were published in accordance with FEMA requirements;
- Documentation that the appropriate *Federal Register* notices (Proposed and Final Rules) were published in accordance with FEMA requirements;
- Draft and final Special Correspondence (and all associated enclosures, backup data, and other related information) for FEMA review and signature as appropriate;
- Draft and final Appeal and Protest acknowledgment, additional data, and resolution letters (and all associated enclosures, backup data, and other related information) for FEMA review and signature as appropriate;
- Draft and final LFDs (and all associated enclosures, backup data, and other related information) for FEMA review and signature;
- DFIRM negatives and final FIS report materials, including all updated data tables and Flood Profiles;
- Paperwork for the final DFIRM and FIS report materials;
- Transmittal letters for the printed DFIRM and FIS report;
- Letter of Map Change Revalidation Letters if appropriate; and
- Complete, organized archived technical and administrative support data

SECTION 2—Technical and Administrative Support Data Submittal

The Project Team members for this Flood Map Project that have responsibilities for activities included in this Mapping Activity Statement shall comply with the data submittal requirements summarized below.

All supporting documentation for the activities in this Mapping Activity Statement shall be submitted in the TSDN format in accordance with Appendix M, Subsection M.2.1 of FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners*, dated April 2003. Appendix M is available for viewing or download on the FEMA Web site at http://www.fema.gov/fhm/frm_qsam.pdf. Table 2-1 indicates the sections of the TSDN that apply to each mapping activity.

If any issues arise that could affect the completion of an activity within the proposed scope or budget, the responsible Mapping Partner shall complete a Special Problem Report (SPR) as soon as possible after the issue is identified and submitted to FEMA. The SPR should describe the issue and propose possible resolutions. (For additional information on SPRs, refer to Appendix M, Subsection M.2.1.1 of *Guidelines and Specifications for Flood Hazard Mapping Partners*.)

Additionally, Kansas Department of Agriculture-Division of Water Resources shall collect and maintain a set of products for all Activities and shall compile a comprehensive TSDN for the entire project.

SECTION 3—PERIOD OF PERFORMANCE

The mapping activities assigned to Kansas Department of Agriculture-Division of Water Resources in this MAS will be completed as specified in the Agreement Articles of the Cooperative Agreement. The Mapping Activities may be terminated at the option of FEMA or Kansas Department of Agriculture-Division of Water Resources in accordance with the provisions of the September 1, 1999 CTP Partnership Agreement.

SECTION 4—FUNDING/COST-SHARING

Funds will be provided by FEMA through a cooperative agreement (EMK-2003-CA-3042) for the completion for this Flood Map Project. The cooperative agreement budget identifies the amount to be provided by each party. Kansas Department of Agriculture-Division of Water Resources shall provide any additional resources required to complete the assigned activities for this Flood Map Project.

Table 2-1. Mapping Activities and Applicable TSDN Sections

TSDN Section	K. Mapping Activities													
	1	2	3	4	5	6	7	8, 8A, 8B	9	10	11, 11A	12, 12A	13	14
General Documentation														
Special Problem Reports	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Telephone Conversation Reports	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Meeting Minutes/Reports	X	X	X	X	X	X	X	X	X	X	X	X	X	X
General Correspondence	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Engineering Analyses														
Hydrologic Analyses	X			X	X	X	X	X	X					
Hydraulic Analyses	X			X	X	X	X	X	X					
Key to Cross-Section Labeling	X			X	X	X	X	X	X					
Key to Transect Labeling	X			X	X	X	X	X	X					
Draft FIS Report				X	X	X	X							
Mapping Information								X	X	X	X	X	X	X
Miscellaneous Reference Information	X	X	X	X	X	X	X	X	X	X	X	X	X	X

SECTION 5—STANDARDS

The standards relevant to this Mapping Activity Statement are provided in Tables 5-1 and 5-2. Information on the correct volume, appendix, section, or subsection of FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners* (April 2003) to be referenced for each mapping activity are summarized in Table 5-2.

These Guidelines are available for viewing or download from the FEMA Flood Hazard Mapping Web site at http://www.fema.gov/fhm/dl_cgs.shtm.

Table 5-1. Applicable Standards for Project Activities

Applicable Standards	Activities													
	1	2	3	4, 4A	5, 5A	6	7	8, 8A, 8B	9	10	11, 11A	12, 12A	13	14
<i>Guidelines and Specifications for Flood Hazard Mapping Partners</i> , April 2003	X	X	X	X	X	X	X	X	X	X	X	X	X	X
American Congress on Surveying and Mapping (ACSM) procedures	X													
Global Positioning System (GPS) Surveys: National Geodetic Survey (NGS-58), "Guidelines for Establishing GPS-Derived Ellipsoid Heights," November 1997	X	X	X											
EM 1000-1-1000, <i>Photogrammetric Mapping</i> , March 31, 1993	X	X	X											
EM 1110-2-1003, <i>Hydrographic Surveys</i> , October 31, 1994	X		X											
Numerical Models Accepted by FEMA for NFIP Usage, April 2003				X	X	X	X							
<i>Content Standards for Digital Geospatial Metadata</i> (Federal Geographic Data Committee, 1998)								X	X	X	X	X	X	X
<i>Document Control Procedures Manual</i> , December 2000												X	X	X

Table 5-2. Project Activities and Applicable Portions of FEMA Guidelines and Specifications

Activity Number	Activity Description	Applicable Volume, Section/Subsection, and Appendix
1	Field Surveys and Reconnaissance	Volume 1, Sections 1.2, 1.3, 1.4 (specifically Subsection 1.4.2.1)
		Appendix A, Sections A.5, A.6, A.7, and A.8
		Appendices B, C, and M
2	Topographic Data Development	Volume 1, Section 1.4 (specifically Subsection 1.4.2.1)
		Appendix A, Sections A.2 and A.3
		Appendix M
3	Independent QA/QC Review of Topographic Data	Volume 1, Section 1.4 (specifically Subsections 1.4.1 and 1.4.2.1)
		Appendix A, Sections A.2, A.3, A.7 (specifically Subsection A.7.5), and A.8 (specifically Subsection A.8.6)
		Appendix M
4	Hydrologic Analyses	Volume 1, Section 1.4 (specifically Subsections 1.4.2.2 and 1.4.2.4)
		Appendix C, Sections C.1 and C.7
		Appendices E, F, G, H, and M
5	Independent QA/QC Review of Hydrologic Analyses	Volume 1, Section 1.4 (specifically Subsection 1.4.1)
		Appendix C, Section C.2
		Appendices E, F, G, H, and M
6	Hydraulic Analyses	Volume 1, Section 1.4 (specifically Subsections 1.4.2.2 and 1.4.2.4)
		Appendix C, Sections C.3 and C.7
		Appendices B, E, F, G, H, and M
7	Independent QA/QC Review of Hydraulic Analyses	Volume 1, Section 1.4 (specifically Subsection 1.4.1)
		Appendix A, Section A.4 (specifically Subsection A.4.7)
		Appendix C, Section C.5

Activity Number	Activity Description	Applicable Volume, Section/Subsection, and Appendix
		Appendices B, E, F, G, H, and M
8	Floodplain Mapping (Detailed Riverine or Coastal Analysis)	Volume 1, Section 1.4 (specifically Subsection 1.4.2.3)
		Appendix C, Sections C. 4 and C.6
		Appendices K, L, and M
8A	Floodplain Mapping (Redelineation Using Effective Flood Profiles and Updated Topographic Data)	Volume 1, Section 1.4 (specifically Subsections 1.4.2.2 and 1.4.2.3)
		Appendices K, L, and M
8B	Floodplain Mapping (Refinement or Creation of Zone A)	Volume 1, Section 1.4 (specifically Subsection 1.4.2.3)
		Appendix C, Sections C.4 and C.6
		Appendices K, L, and M
9	Independent QA/QC Review of Floodplain Mapping (Revised Areas)	Volume 1, Section 1.4 (specifically Subsections 1.4.1 and 1.4.2.3)
		Appendix C, Sections C.4 and C.6
		Appendices D, K, L, and M
10	Base Map Acquisition and Preparation	Volume 1, Sections 1.3 (specifically Subsection 1.3.1.8) and 1.4 (specifically Subsection 1.4.3)
		Appendices A and B
11	DFIRM Production (Non-Revised Areas)	Volume 1, Section 1.4 (specifically Subsections 1.4.2.3 and 1.4.3.2)
		Appendices K, L, and M
11A	Independent QA/QC Review of DFIRM Production (Non-Revised Areas)	Volume 1, Section 1.4 (specifically Subsection 1.4.3)
		Appendices K, L, and M

Activity Number	Activity Description	Guidelines Volume, Section/Subsection, and Appendix
12	DFIRM Production (Merge Revised and Non-Revised Information)	Volume 1, Section 1.4 (specifically Subsections 1.4.2.3 and 1.4.3.3) ----- Appendices K and L
12A	Application of DFIRM Graphic and Database Specifications	Volume 1, Section 1.4 (specifically Subsection 1.4.3) ----- Appendices K and L ----- Appendices K, L, and M
12B	Independent QA/QC Review of DFIRM Product Meeting FEMA Graphics and Database Specifications	Volume 1, Section 1.4 (specifically Subsection 1.4.3) ----- Appendices K, L, and M
13	Preliminary DFIRM and FIS Report Distribution	Volume 1, Sections 1.4 (specifically Subsections 1.4.2 and 1.4.3) and 1.5 (specifically Subsection 1.5.1) ----- Appendices J, K, L, and M
14	Post-Preliminary Processing	Volume 1, Section 1.5 ----- Appendices J, K, L, and M

SECTION 6—SCHEDULE

Monitoring Information for Contracted Studies (MICS) will be used to report progress for this Mapping Activity Statement. The initial schedule will be established within two weeks of funds award, and the schedule progress will be updated no later than 30 days after the end of each quarter.

If changes to the schedule are required, the responsible Mapping Partner shall coordinate with FEMA and the other Mapping Partners in a timely manner.

SECTION 7—CERTIFICATIONS

The following certifications apply to this MAS:

Activity 1 (Field Surveys and Reconnaissance)

A Registered Professional Engineer or Licensed Land Surveyor will certify topographic data, in accordance with 44 CFR 65.5(c). Certification of topographic data by the American Society for Photogrammetry and Remote Sensing is also acceptable.

Activity 4 (Hydrologic Analyses), Activity 6 (Hydraulic Analyses), and Activity 8 (Floodplain Mapping— Detailed Riverine Analysis)

- A Registered Professional Engineer or Licensed Land Surveyor will certify hydrologic and hydraulic analyses and data in accordance with 44 CFR 65.6(f).
- A Registered Professional Engineer or Licensed Land Surveyor will certify topographic information in accordance with 44 CFR 65.5(c).
- Any levee systems to be accredited will be certified in accordance with 44 CFR 65.10(e).

Activity 8 (Floodplain Mapping – Detailed Riverine Analysis), Activity 11 (DFIRM Production – Non-Revised Areas), Activity 12 (DFIRM Production – Merging Effective and Revised Information), and Activity 12A (Application of DFIRM Database and Graphic Specifications)

The DFIRM metadata files will include a description of the horizontal and vertical accuracy of the DFIRM base map and floodplain information.

Activity 10 (Base Map Acquisition and Preparation)

- A community official or responsible party will provide written certification that the digital data meet FEMA's minimum standards and specifications.
- The responsible Mapping Partner will provide documentation that the digital base map can be used by FEMA.

SECTION 8—TECHNICAL ASSISTANCE AND RESOURCES

Kansas Department of Agriculture-Division of Water Resources may obtain copies of FEMA-issued Letters of Map Change, archived engineering backup data, and data collected as part of the Mapping Needs Assessment Process from the MCC.

General technical and programmatic information, such as FEMA 265, the Quick-2 computer program, and the MT-2 forms, can be downloaded from the FEMA Web site (<http://www.fema.gov/fhm>). Specific technical and programmatic support may be provided

through the Kansas Department of Agriculture-Division of Water Resources; such assistance should be requested through the FEMA Project Officer specified in Section 11 of this MAS.

Kansas Department of Agriculture-Division of Water Resources also may consult with the FEMA Regional Project Officer to request support in the areas of selection of data sources, digital data accuracy standards, assessment of vertical data accuracy, data collection methods or subcontractors, and GIS-based engineering and modeling training.

SECTION 9—CONTRACTORS

Kansas Department of Agriculture-Division of Water Resources intends to use the services of a contractor for this Flood Map Project. If federal funds are used Kansas Department of Agriculture-Division of Water Resources shall ensure that the procurement for all contractors used for this Flood Map Project complies with the requirements of 44 CFR 13.36.

Part 13 may be downloaded in PDF or text format from the U.S. Government Printing Office Web site at http://www.access.gpo.gov/nara/cfr/waisidx_01/44cfr13_01.html.

SECTION 10—FINANCIAL REPORTING

Financial reporting requirements will be in accordance with Cooperative Agreement Articles V and VI.

SECTION 11—POINTS OF CONTACT

The points of contact for this Flood Map Project are Bob Franke, the FEMA Regional Project Officer; Julie GrauerBob Franke, the Project Manager for Kansas Department of Agriculture-Division of Water Resources; or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities.

SECTION 12—PROJECT COORDINATION

Throughout the project, all members of the Project Team will coordinate, as necessary, to ensure the products meet the technical and format specifications required and contain accurate, up-to-date information. Coordination activities shall include:

- Meetings, teleconferences, and video conferences with FEMA and other Project Team members;
- Telephone conversations with FEMA and other Project Team members on an ad hoc basis, as required;
- Updates to the MICS system, Mapping Needs Update Support System database, and other FEMA status information systems in accordance with requirements in Volumes 1 and 3 of *Guidelines and Specifications for Flood Hazard Mapping Partners*; and
- E-mail, facsimile transmissions, and letters, as required.

Each party has caused this MAS to be executed by its duly authorized representative.

Julie Grauer

Julie Grauer

Kansas Department of Agriculture-Division of Water Resources

9/23/03

Date

Robert G. Bissell

Robert G. Bissell, Director

Federal Insurance and Mitigation Division

Federal Emergency Management Agency

9/24/03

Date

William R. Blanton Jr.

William R. Blanton Jr., Project Officer

Federal Emergency Management Agency

12/3/03

Date